

# Chapter, Satellite and Virtual Operational Matrix

Activity	Geographic Chapter	Satellite	Virtual
Affiliation	Yes – national MOAA board of directors	No – affiliated under a host chapter	Yes – affiliation request to C&C Committee
National MOAA membership	Yes	Yes	Yes
Multiple chapter-level memberships	Yes	Yes	Yes
Chartering	Yes – receives a charter	No - recognized by MOAA President certificate/letter	No - recognized by MOAA President certificate/letter
Bylaws	Yes – must have written bylaws	No – satellite must comply with chapter guidelines	No – must comply with national MOAA community standards
MOU/SOP	No – only if a host chapter to a satellite	Yes - recommend MOU/SOP with host chapter regarding administrative matters, access to newsletter, dues collection and finances.	Yes – must comply with national MOAA generated MOU/SOP and accept community standards . Each new chapter member must also agree with community standards.
Minimum members for new start	20	10 - minimum of two satellite members must serve in satellite leadership positions.	10 - minimum of two virtual chapter members must serve in liaison with national MOAA.
Rosters	Yes – submits annual roster	No – host chapter will submit satellite membership roster	Yes – provides a modified roster with name, rank, national MOAA member # and valid email address
Zip Code Areas	Yes	Yes – reported by host chapter	N/A
Recruiting Lists	Yes	Yes - host chapter will receive the annual recruiting list and updates.	No
Officer Updates	Yes	Yes - the host chapter submits officer updates. As a minimum, at least two satellite members must be reported as the POC's.	Yes - as a minimum, at least two virtual members must be reported as the POC's.
Personify tracking	Yes	Yes	Yes – would need to be created.
Levels of Excellence	Yes	No - only the host chapter. Satellite achievements/accomplishments are reportable by host chapter.	No
Communications Awards	Yes	No - only the host chapter. Satellite	No

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		achievements/accomplishments are reportable by host chapter.	
National MOAA Visits	Yes	No - When a national MOAA rep visits host chapter (3-year cycle), consideration will be given to visiting the satellite, if desired by host chapter.	No
Reporting New Chapter/Satellite members	Yes – new membership gains through the online reporting form or via email to national MOAA.	No – only host chapter reports new membership gains through the online reporting form or via email to national MOAA.	Yes – via electronic email or spreadsheet to national MOAA
Incentive Awards	Yes	No - all recruiting and retention incentive credits are rolled-up under the host chapter with pay-outs awarded to host chapter.	No
USAA Sponsorship	Yes	No - only host chapter is eligible for USAA sponsorship funding	No
Gold Bar	Yes	No - only host chapter is eligible to participate in the gold bar program. The satellite may execute on behalf of the host chapter, but only with their approval. All pay-outs presented to host chapter.	No
ROTC/JROTC	Yes	No - only host chapter is eligible to participate in the JROTC/ROTC program. The satellite may execute on behalf of the host chapter, but only with their approval. All pay-outs presented to the host chapter.	No
Congressional District Coverage	Yes - all legislative chairs/liasons must be reported to national MOAA through the Council (if applicable).	Yes - all legislative chairs/liasons must be reported to national MOAA through the host chapter via the Council (if applicable).	Yes - all legislative chairs/liasons must be reported to national MOAA through the Council (if applicable).
Electronic Funds Transfer (EFT)	Yes	No - only the host chapter may establish an online chapter membership dues account	No – monetary incentives will not be offered to virtual chapters

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Online Chapter Membership Dues	Yes	No - only the host chapter may establish an online chapter membership dues account	Yes - if the virtual chapter collects dues then an online chapter membership dues account may be established
National MOAA Signature Events (Symposiums and Workshops only)	Yes	Yes - All invitations will be sent to the host chapter. For those chapters with a designated satellite, one additional invitation will be extended for one satellite representative to attend the regional symposium and workshop event only.	No
Chapter Locator	Yes	Yes - both host chapter and satellite information may be presented on websites' chapter locator, as desired by host chapter.	Yes – as desired by the virtual chapter.
MOAA Connect	Yes	Yes - MOAA Connect will capture the totality of the chapter. The host chapter may allow and encourage the satellite to fully participate on their MOAA Connect microsite.	Yes - MOAA Connect will capture the totality of the chapter. The virtual chapter is encouraged to fully participate on their MOAA Connect microsite.
Awards Certificate and Pins	Yes	No - all requests for awards certificates are generated by the host chapter.	No